

# VACANCY ANNOUNCEMENT

CLERK'S OFFICE  
UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA  
333 CONSTITUTION AVENUE, NW  
WASHINGTON, DC 20001

July 17, 2000

## Procurement Clerk #00-13

This position is being advertised to current Clerk's Office employees as well as to outside applicants. Current employees should submit the *Clerk's Office Application for In-House Positions* to the Personnel Office in Room 1820 by the close of business Friday, July 28, 2000. No closing date has been set for receipt of applications from outside applicants.

**POSITION OVERVIEW:** This position is located in the Clerk's Office of the United States District Court for the District of Columbia. The incumbent reports to the Procurement Administrator and is one of four staff members in the Property and Procurement Office. The incumbent is responsible for purchasing supplies, services, furniture, and equipment; opening and distributing incoming mail; and occasionally moving furniture and equipment (the ability to lift at least 70 pounds is required).

**QUALIFICATIONS:** Must have at least three years of progressively responsible experience which provides evidence that the applicant has knowledge, skills, and abilities in the field of purchasing and procurement. Two years of this experience should demonstrate a comprehensive knowledge of the practices and procedures used in the procurement process and the administrative requirements needed to support purchasing activity. The position requires significant interaction with vendors, judges, and Court staff. Applicants must possess strong computer skills, the ability to perform multiple tasks simultaneously, a detail-oriented work style, and the ability to work well with others under pressure. Experience with procurement practices in the federal judiciary is highly desirable.

**CLASSIFICATION LEVEL/SALARY:** CL 25 (\$28,244 - \$45,910 per year) depending on qualifications. Salary level equivalent to GS-9. Placement on the payroll is dependent upon previous creditable private/public sector experience. All new employees must satisfactorily complete a twelve-month probationary period. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**APPLICATION PROCESS:** Send cover letter, including salary history, resume, and writing sample, to: Val Pulley, Clerk's Office, Room 1820, United States District Court for the District of Columbia, 333 Constitution Avenue, NW, Washington, DC 20001.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA  
IS AN EQUAL OPPORTUNITY EMPLOYER